

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
FOOD AND DRUG DIVISION
PESTICIDE SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

PESTICIDE SECTION

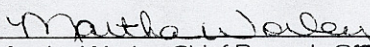
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

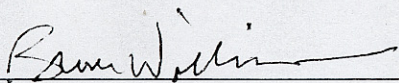
The

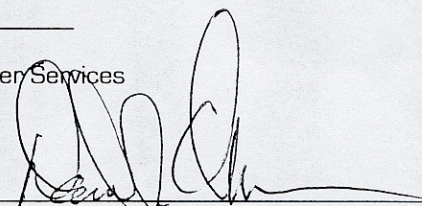
PESTICIDE SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

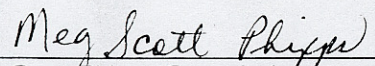
APPROVAL RECOMMENDED

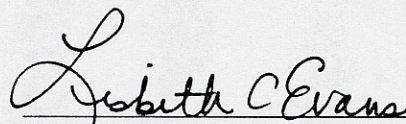

Martha Worley, Chief Records Officer
Department of Agriculture and Consumer Services


Bruce Williams, Director
Food and Drug Division


David J. Olson, Director
Division of Historical Resources

APPROVED


Meg Scott Phipps, Commissioner
Department of Agriculture and Consumer Services


Lisbeth C. Evans, Secretary
Department of Cultural Resources

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 233. PESTICIDE LICENSE APPLICATIONS FILE. Applications for licenses to apply/consult on pesticides in North Carolina. File includes applications for ground, aerial, public, and pesticide consultant licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 30550. INVESTIGATION FILE. Records in paper and electronic formats concerning investigations of complaints involving the misuse of pesticides and the resulting regulatory actions taken. File includes maps, photographs, pesticide product labels, product manufacturer reports, correspondence, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records after 10 years. Transfer paper records to the State Records Center after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. Records will be held for agency in the State Records Center 7 additional years and then destroyed. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved to be held 7 additional years and then destroyed.

Item 3924. PESTICIDE REGISTRANTS FILE. Records in paper and electronic formats concerning pesticide products and registrants in North Carolina. File includes registration applications, certifications, pesticide product labels, correspondence, stop sales, use or removal orders, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.) Amended 8-20-02

DISPOSITION INSTRUCTIONS: Destroy in office paper records of applications, certifications, and discontinued product labels after 6 years. Destroy in office electronic records and remaining paper records when administrative value ends. Destroy records currently held in the State Records Center immediately.

Item 45740. ENVIRONMENTAL MONITORING FILE. Records in paper and electronic formats concerning environmental monitoring and surveys of wells. File includes domestic well surveys, environmental monitoring investigations, special projects, environmental reports, and related correspondence. (File maintenance and backup procedures are conducted by LAN administrator.) Amended 8-20-02

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when administrative value ends. Transfer paper records to the State Records Center after 15 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 45741. PESTICIDE ENVIRONMENTAL TRUST FUND FILE. Records in paper and electronic formats concerning funds awarded to state and local governments for pesticide container recycling facilities for medical and scientific studies. File includes fund proposals and awards, disbursement contracts, extension requests, receipts, reports, correspondence, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 45742. QUALITY ASSURANCE FILE. Records in paper and electronic formats concerning accountability for policies and procedures utilized in program. File includes procedures, policy changes, federal and state guidelines, quality assurance manuals, and other related manuals. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Retain in office 1 paper copy of quality assurance manual permanently. Destroy in office records in paper and electronic formats when superseded or obsolete.

Item 45792. PESTICIDE CERTIFICATION AND RECERTIFICATION DATABASE (ELECTRONIC) FILE. Electronic records concerning private applicators who apply pesticides to agricultural products. Electronic file includes status of certification or recertification, and recertification dates. (File is used to create pesticide private applicators license.) (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45793. PESTICIDE PRIVATE APPLICATOR ACTIVE AND INACTIVE DATABASE (ELECTRONIC) FILE. Electronic records concerning history of certified and recertified applicants. Electronic file includes dates of initial certification, recertification dates, license numbers, enforcement actions, and active or inactive status. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45794. PESTICIDE REGISTRATION DATABASE (ELECTRONIC) FILE. Electronic records concerning product usage and characteristics. Electronic file includes usage of pesticides, application rates, inert ingredients, worker protection standards, and other related data. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 45795. APPLICANT EXAMINATION (COMMERCIAL) DATABASE (ELECTRONIC) FILE.

Electronic records concerning examinations completed by commercial applicants. Electronic file includes names, addresses, grades of applicants, and pass or fail status. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 45796. COMMERCIAL LICENSING DATABASE (ELECTRONIC) FILE. Electronic records concerning history of commercial applicant. Electronic file includes dates of initial license, recertification dates, license numbers, and active or inactive status. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45797. DOMESTIC WELLS DATABASE (ELECTRONIC) FILE. Electronic records concerning quality of drinking water from private wells. Electronic file includes test results of water quality in wells. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45798. ENFORCEMENT DATABASE (ELECTRONIC) FILE. Electronic records concerning enforcement of pesticide regulations. Electronic file includes complaints, inspection reports, types of violations, notifications of violations, settlement agreements, and penalties assessed. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45799. RECERTIFICATION CLASSES DATABASE (ELECTRONIC) FILE. Electronic records concerning approved classes offered by agricultural extension agents to prepare for pesticide license examinations. Electronic file includes locations of classes, number of credit hours, dates classes offered, and other related data. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 45800. REGISTERED PESTICIDE PRODUCTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning all pesticides registered in the state of North Carolina. Electronic file includes brand names, manufacturers, registration numbers, and identification numbers. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 45801. TRACKING DATABASE (ELECTRONIC) FILE. Electronic records concerning tracking of status of registrations for pesticide products. Electronic file includes stop sales issued, special product registrations (24C), current and discontinued pesticide registrants, and company name changes. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 45828. FIELD OPERATIONS COMPLIANCE AND TRACKING DATABASE (ELECTRONIC) FILE. Electronic records concerning statistical data used in preparing quarterly and annual reports, tracking regulatory compliance, and field operations pesticide performance compliance. Electronic file includes types of inspections, names of inspectors, dates of initial and follow up inspections, site owners' names, types of pesticide products on site, types of violations, and locations by county. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 9075. CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence of department operations and division programs. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 4 years.

Item 9076. NORTH CAROLINA PESTICIDE BOARD AND NORTH CAROLINA PESTICIDE ADVISORY COMMITTEE MINUTES FILE. Records in paper and electronic formats concerning approved minutes of the North Carolina Pesticide Board and the North Carolina Pesticide Advisory Committee. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer a duplicate paper copy of the official signed minutes to an off-site storage location after each meeting for security storage. Arrange for delivery of original minutes to the State Records Center after 1 year to be microfilmed. (Agency personnel should contact the Imaging Unit, Collection Management Branch, to arrange for transfer of original minutes for microfilming.) Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. Destroy duplicate copies in the off-site storage location after the original records have been microfilmed.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

tem 9077. NORTH CAROLINA PESTICIDE BOARD HEARINGS FILE. Records in paper and electronic formats concerning formal and informal hearings held before the board regarding enforcement cases for assessments of penalties. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 9079. PESTICIDE REGISTRANTS CARD DATABASE (ELECTRONIC) FILE. Electronic records concerning cross-reference index of active and inactive pesticide registrants. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 9080. PENDING REGISTRATION ACTIONS FILE. Records concerning pending pesticide registration actions. File includes "stop sale, use, or removal orders" from previous years that have not been cleared and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Pesticide Registrants File (Item 3924).

Item 9081. TRANSCRIPTS FILE. Transcripts for the annual pesticide reports. File includes disposal information, sample and check registration logs, registration and pesticide report transcripts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 9082. PRIVATE PESTICIDE APPLICATORS FILE. Attestation forms for certification of private pesticide applicators in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 9083. 208 WATER MONITORING PROGRAM FILE. Records concerning the 208 Water Monitoring Project for pesticide control. File includes monthly reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

Item 9084. DISPOSAL FILE. Records in paper and electronic formats concerning the disposal of pesticides. File includes correspondence, transcripts, disposal records, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records after 4 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 9086. SPECIAL LOCAL NEED REGISTRATIONS FILE. Requests for approvals from companies requesting additional pesticide registration with supporting documents. (Requests must be renewed annually.)

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after non-renewal or disapproval.

Item 9087. SECTION 18 EXEMPTIONS FILE. Records in paper and electronic formats concerning Section 18 specific and crisis exemptions for pesticide registration used to meet emergency needs for pest control where no other pesticide is available. (Exemptions must be renewed annually.) (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records when reference value ends. Destroy in office paper records 6 years after non-renewal or disapproval.

Item 9088. PESTICIDE SECTION SUBJECTS FILE. Records concerning various pesticide subjects. File includes pesticide emergency reaction team information, federal register information, advisory opinions, Occupational Safety and Health Administration (OSHA) records, Rebuttal Presumption Against Registration (RPAR) records, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Pesticide Subjects File (Item 9094).

Item 9089. ENVIRONMENTAL PROTECTION AGENCY (EPA) ENFORCEMENT GRANT SAMPLE JACKETS FILE. Records concerning EPA enforcement grant sample procedures.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 9091. MASTER CARD FILE. Records in paper and electronic formats concerning index of N.C. Pesticide Board members and N.C. Pesticide Advisory Committee members. File includes information concerning board and pesticide advisory committee agendas, mailing lists, Environmental Protection Agency officials, and other individuals. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when administrative value ends.

Item 9093. PESTICIDE DEALER APPLICATIONS FILE. Applications from pesticide dealers in North Carolina for licenses to sell restricted-use pesticides.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Department of Agriculture and Consumer Services
Food and Drug Division

Pesticide Section

Item 9094. PESTICIDE SUBJECTS FILE. Records in paper and electronic formats concerning various pesticide subjects. File includes data on various pesticides, pesticide poisoning cases, pesticide disposal, pesticide accidents/incidents, aerial applications, hazardous chemicals, and drift control. File also includes Environmental Protection Agency correspondence, Ultra Low Volume applications, pesticide emergencies, Occupational Safety and Health Act (OSHA) records, Rebuttal Presumption Against Registration (RPAR) records, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats when reference value ends.

Item 9095. NORTH CAROLINA PESTICIDE BOARD REGULATIONS FILE. Records concerning rules adopted by the N.C. Pesticide Board. File includes complete history of updates and revisions.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 9096. NORTH CAROLINA PESTICIDE BOARD AND NORTH CAROLINA PESTICIDE ADVISORY COMMITTEE FILE. Records in paper and electronic formats concerning North Carolina Pesticide Board and North Carolina Pesticide Advisory Committee. File includes correspondence, agendas, expense vouchers, attendance records, minute drafts, and other related records. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office minute drafts and agendas after 1 year. Destroy in office expense vouchers when released from all audits. Destroy in office remaining records after 4 years.

Item 9097. PESTICIDE FIRES FILE. Records in paper and electronic formats concerning pesticide fires. File includes correspondence and other related records. (File maintenance and backup procedures are conducted by LAN administrator.) Amended 08-20-02

DISPOSITION INSTRUCTIONS: Records transferred to Investigation File (Item 30550).